

**CITY OF MONROE
RESOLUTION NO. 2025-026**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONROE, WASHINGTON, AMENDING THE CITY OF
MONROE MASTER FEE SCHEDULE, AND FEES, FINES,
PENALTIES, INTEREST AND CHARGES

WHEREAS, the City Council of the City of Monroe has determined that it is in the best interests of the City of Monroe to provide a single, efficient, and convenient listing of all fees, fines, penalties, interest, and charges for permits, licenses, services, applications and filing fees; and

WHEREAS, such a listing better facilitates the updating and uniform review of all such fees, fines, penalties, interest and charges on a periodic basis; and

WHEREAS, previous resolutions provide for fees that require review from time to time; and

WHEREAS, the Master Fee Schedule of Fees, Fines, Penalties, Interest and Charges for 2025 were last adopted through Resolution No. 2025-016; and

WHEREAS, the City Council wishes to include the addition of new development fees, plumbing, and mechanical permit fees; revise false alarm and animal-related fees; update utility rates; and adjust miscellaneous charges to align with regional standards, contractor costs, and the 2025-2026 Biennial Budget, respectively.

WHEREAS, the City Council wishes to amend the Master Fee Schedule based on recent changes approved by Ordinance No. 010/2025, Ordinance No. 011/2025 and Ordinance 012/2025 in order to accurately reflect the City's Transportation Impact Fees, Park Impact Fees, and System Development Charges for Accessory Dwelling Units respectively.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Amendment of Master Fee Schedule, Schedules A, B, D, F and G. The City of Monroe Master Fee Schedule, Schedule A – General Development Permits and Fees, Schedule B – Plumbing and Mechanical Fees, Schedule D - Penalties, Fines, Late Charges and Interest Rates, Schedule F – Utility Rates are hereby amended as attached and Schedule G – Miscellaneous Charges, as adopted by Resolution 2024-025, is hereby amended as provided.

Section 2. Master Fee Schedule, Schedules C, E, H and I. The City of Monroe Master Fee Schedule C – Regulatory Licenses and Permits, Schedule E – Municipal Court Fees, Schedule H – Park Related Services, and Schedule I – Fire District Related Services remain unchanged as attached.

Section 3. Effective Date. This resolution shall take effect immediately upon passage. Provided, that except as expressly indicated herein, the amendments set forth in Section 1 hereof shall take effect January 1, 2026.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this 18th day of November, 2025.

Approved: 11/18/2025
Effective: 11/18/2025
Fees Effective: 01/01/2026

CITY OF MONROE, WASHINGTON


Geoffrey Thomas (Nov 21, 2025 14:30:54 PST)
Geoffrey Thomas, Mayor

ATTEST:


Jodi Wycoff (Nov 24, 2025 08:13:51 PST)
Jodi Wycoff, City Clerk

SCHEDULE A
General Development Permits and Fees

A mailing-fee of \$75 will be due upon submittal for land use applications, appeals, and SEPA determinations, subject to public notice. A minimum deposit of \$75 will be due upon submittal for Environmental Impact Statements and Annexations; the actual mailing costs will be due when the fee is determined. No mailing fees are charged for Administrative Design Review, Boundary Line Revisions, Forest Practices, and Land Clearing Permits.

A publication fee of \$100 will be due upon submittal for land use applications, appeals, and SEPA determinations subject to public notice. Shoreline Permit Applications will be charged a \$150 publication fee. No publication fees are charged for Administrative Design Review, Boundary Line Revisions, Forest Practices, and Land Clearing Permits.

Note: Items marked with  subject to a 5% Technology Fee.

 APPEALS	
 Appeal to Hearing Examiner	\$ 1,131.00
 Request for Reconsideration of Hearing Examiner Decision	\$ 934.00

CAPITAL IMPROVEMENT FEES	
Water System Development Charge	\$ 4,111/MCE
Sanitary Sewer System Development Charge	\$ 7,456/MCE

IMPACT FEES		
Park Impact Fees per Unit (per Ordinance No. 005/2025)		
0 Bedrooms	\$	3,346
1 Bedrooms	\$	4,143
2 Bedrooms	\$	6,601
3 Bedrooms	\$	8,642
4 of More Bedrooms	\$	10,393
Accessory Dwelling Units (per Ordinance No. 011/2025)	50% of Unit (Bedroom count) Park Impact Fee	
School Impact Fee Concurrency per Unit		
Monroe (per Ordinance No. 011/2024)		
Single Family	\$	0
Multi-family (one bedroom/less)	\$	0
Multi-family (2+ Bedrooms)	\$	0
Townhomes/Duplex	\$	0
Snohomish (per Ordinance No. 011/2024)		
Single Family Dwelling	\$	5,361
Townhome/Duplex	\$	5,462
Multi-family 2+ Bedrooms	\$	1,357
Multi-family 1-Bedroom	\$	0.00
Transportation Impact Fees (per Ordinance No. 004/2025)		
Land Use	Unit of Measure	Impact fee Rate
Single Family (1 or 2 dwelling units)	Per Dwelling Unit	\$ 7,426
Multi Family (3 or more dwelling units)	Per Dwelling Unit	\$ 4,233
Senior Housing	Per Dwelling Unit	\$ 2,001
Accessory Dwelling Units	Per Dwelling Unit	See MMC 3.54.130

Commercial Services	SF GFA	\$ 29.49
School	Student	\$964.41
Institutional	SF GFA	\$ 5.49
Light Industry/Industrial Park	SF GFA	\$ 6.74
Warehousing/Storage	SF GFA	\$ 2.39
Restaurant	SF GFA	\$ 37.52
General Retail	SF GFA	\$ 18.18
Supermarket	SF GFA	\$ 45.11
Administrative Office	SF GFA	\$ 11.06
Medical Office/Dental Clinic	SF GFA	\$ 26.50

LAND USE APPLICATIONS		
<input type="checkbox"/> Accessory Dwelling Units		\$ 484.00
<input type="checkbox"/> Administrative Departure		\$ 519.00
<input type="checkbox"/> Amendment to UDR and/or Zoning Map		\$ \$1,570 + Hearing Examiner Costs*
<input type="checkbox"/> Boundary Line Revision		\$ 2,491.00
<input type="checkbox"/> Comprehensive Plan Amendment		
Docketing Fee		\$ 2,231.00
If docketed , the following additional fees apply:		
Text amendment		\$ 1,142.00
Map amendment		\$ 1,142.00
<input type="checkbox"/> Conditional Use Permit		\$ 1,131.00+ Hearing Examiner Costs*
Amendment to Conditional Use Permit		\$ 644.00
Essential Public Facility		\$ 1,131.00 +Hearing Examiner Cost
<input type="checkbox"/> Development Agreement		\$ 1,038.00 + Attorney Costs
<input type="checkbox"/> Forest Practices/Land Clearing		
Forest Practices Permit (SEPA exempt)		\$ 1,71300
Forest Practices Permit (With SEPA)		\$ 1,765.00
Land Clearing		\$ 197.00
Request for removal of development moratoria		\$ 592.00
Single-family dwelling exception to development moratoria		\$ 404.00
Pre-application Meeting (2 or more additional meetings)		\$ 156.00
<input type="checkbox"/> Legal Lot Status Verification		\$ \$650
<input type="checkbox"/> Rezone Application		\$ 1,630.00
<input type="checkbox"/> Shoreline		
<input type="checkbox"/> Shoreline Conditional Use Permit		\$ 5,387.00+ Hearing Examiner Costs*
<input type="checkbox"/> Shoreline Permit Variance		\$ 5,574.00+ Hearing Examiner Costs*

<input type="checkbox"/> Shoreline Substantial Development Permit		\$ 3,934.00+ Hearing Examiner Costs*
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Site Plan Review	\$ 747.00
Other Minor Site Plan Review	\$ 114.00 per hour
Model Homes	\$ 301.00
Additional Model Home	\$ 592.00
Subdivisions	
Binding Site Plan (Preliminary)	\$ 4,775.00
Binding Site Plan (Final)	\$ 1,038.00
Plat Alterations/Modifications	
Major Modifications to preliminary approved plat (requires public hearing)	\$ 17,542.00+ Hearing Examiner Costs*
Minor Modifications to preliminary approved plat (without public hearing)	\$ 4,629.00
Plats	\$
Preliminary Plat (10-24 lots, 2 correction cycles)	\$ 17,542.00 base fee+Hearing Examiner costs*
Preliminary Plat (25-49 lots, 2 corrections cycles)	\$ 19,182.00 base fee+Hearing Examiner costs*
Preliminary Plat (50-99 lots, 2 correction cycles)	\$ 24,652.00 base fee+Hearing Examiner costs*
Preliminary Plat (100 + lots, 2 correction cycles)	\$ 35,603.00 base fee+Hearing Examiner costs*
Additional Preliminary Plat (11 th to 29 th lot)	\$ 114.00 per lot ¹
Additional Preliminary Plat (30 th + lot)	\$ 218.00 per lot ¹
Additional Preliminary Plat (3 rd + correction cycle)	\$ 1,692.00 per cycle
¹ Fee is in addition to the base preliminary plat base fee and Hearing Examiner Costs*	
Annual Plat Review Monitoring	\$ 114.00
Final Plats	
Final Plat (2 correction cycles, 10-25 lots)	\$ 5,273.00
Final Plat (2 correction cycles, 26-50 lots)	\$ 5,273.00
Final Plat (2 correction cycles, 51+ lots)	\$ 5,273.00
Short Plats	
Preliminary Short Plat (2 correction cycles, 2 lots)	\$ 7,432.00
Additional Short Plat (3-9 lots)	\$ 218.00
Additional Short Plat corrections cycle(3 rd + cycle)	\$ 115.00
Final Short Plat	\$ 3,633.00
Tree Removal Review	\$ 175
Variances	
Variance	\$ 1,131.00+ Hearing Examiner Costs*
Amendment to Variance	\$ 1,131.00

Critical Area Exception/Reasonable Use	\$ 2,564.00+Hearing Examiner Costs*
 Wireless Facilities	
Eligible Wireless Facility	\$ 1,200
Macro Wireless Facility	\$ 1,800
Micro Wireless Facility	\$ 615
 Zoning Code Interpretation	\$ 500

**Hearing Examiner Costs shall be in the form of a deposit made at the time of permit application. When the Hearing Examiner public hearing is completed, the Hearing Examiner invoice shall be paid from the deposit. If the Hearing Examiner costs are less than the deposit, the City will refund the remainder of the money to the party which paid for the deposit. If the Hearing Examiner costs are more than the deposit, the City will request additional money from the party which paid for the deposit to fully cover the Hearing Examiner costs.*

The following are the Hearing Examiner deposit amounts:

- A. *Conditional Use Permits, Variances, Critical Areas Reasonable Use, Critical Areas Exceptions, Amendments to UDR and/or Zoning Map: \$1,000.00*
- B. *Preliminary Plats, Major Amendments, Shoreline Substantial Development Permits, Shoreline Variances, Shoreline Conditional Use Permits: \$2,500.00.*

MISCELLANEOUS FEES	
Public Notice Signs (for Land Use Applications)	\$ 30.00 per sign
Consultant Fees (for critical area, legal, design review, etc.) A deposit will be required for estimated cost +10% admin. fee <i>(NOTE: Consultant costs shall be in the form of a deposit made at the time of permit application. When the consultant's services are completed, the consultant invoice shall be paid from the deposit. If the costs are less than the deposit, the City will refund the remainder of the money to the party which paid for the deposit. If the costs are more than the deposit, the City will request additional money from the party which paid for the deposit to fully cover the Consultant costs.)</i>	Actual cost + 10% admin. fee
Zoning Confirmation/Due Diligence Letter (price per letter)	\$ 150.00
Temporary Certificate of Occupancy (First Certificate) Each additional TCO increases by \$100 (i.e., #2 = \$200; #3 = \$300, etc.)	\$ 100.00
Fire Flow Test	
1 Hydrant	\$ 180.00
2 Hydrants	\$ 252.00
3 Hydrants	\$ 324.00
4 Hydrants	\$ 397.00
Reimbursement Agreement	\$ 626.00
Utility Availability Letter	\$ 104.00

PERMITS

-  Plan review fees, in addition to permit fees, are assessed at a rate of 75 percent of the calculated permit fee and are due at time of application submittal.
- Fire permit types that require concurrent plan review by the Building Division shall be assessed a Building Plan Review Fee equal to 75% of the fire permit fee, due at the time of fire permit application submittal. This fee is in addition to the Snohomish Regional Fire Rescue fire permit fee and is intended to recover Building Division plan review costs.
- Permit fees are due at time of issuance.
- A state surcharge fee will be added to all permits with the exception of mechanical, plumbing, and fire permits. Staff will apply changes as amended by the State Building Code Council.
- Extension fees are due at the time of request for permit extension. Downtown Area Fee Waiver – Notwithstanding the fee waiver authorized under Ordinance No. 014/2025, properties located in the Downtown Area shall be fully subject to the same penalties for regulatory and/or permitting noncompliance and violations as any other property in Monroe city limits. Without limitation of the foregoing, if work requiring a building permit is performed without first obtaining a permit, the applicant shall be charged two times the fee amount established in Table 1-A Building Fee Table and Table 103.4.2(A).

 Accessory Dwelling Unit	Per Table 1-A
 Adult Family Home	\$ 156.00
 Change of Use Permit	
< 2,000 square feet	\$ 104.00
> 2,000 square feet	\$ 208.00
 Decks	Per Table 1-A
 Demolitions	
 Fire/Interior Demos	\$ Min \$ 115.00 or per valuation listed in Table 1-A
 Garage/Shed	\$ 21.00
 Single Family Residence	\$ 104.00
 Commercial	\$ 208.00
 Espresso Stands Fees - will be calculated per Table 1-A Building Fee Table	\$ 312.00 Minimum
 Grading Permit	
 Application/Permit Extension Fee	\$ 124.00
 Permit Fee	\$ 99.00
 Grading Plan Review Fee - City Review	\$
51 to 100 cubic yards	\$ 101.00
101 to 1,000 cubic yards	\$ 513.00
1,001 to 10,000 cubic yards	\$ 737.00
10,000 to 100,000 cubic yards	\$ 1,120.00
100,001 cubic yards or more for the first 100,000 cubic yards plus \$176.00 for each additional 10,000 cubic yards or fraction thereof.	\$ 1,120.00

Other Fees: Additional plan review for changes, additions to approved plans	\$ 113.00 per hour (min. charge ½ hr.)
Outside Consultant Review	Actual costs plus 10% admin. fee
Grading Inspection Fee - City Inspection	
51 to 1,000 cubic yards	\$ 477.00
1,001 to 10,000 cubic yards for the first 1,000 cubic yards plus \$186.00 for each additional 1,000 cubic yards or fraction thereof.	\$ 1,273.00
10,001 cubic yards or more for the first 10,000 cubic yards plus \$463.00 for each additional 10,000 cubic yards or fraction thereof.	\$ 1,273.00
Other Inspections and Fees:	
Inspections outside of normal business hours	\$ 113.00 per hour (min. charge 1 hour)
Re-inspection penalty fees \$150 first offense, \$300 second offense, \$450 third offense +	\$ \$150.00, \$300.00, \$450.00 per hour
Outside Consultant Inspection	Actual costs + 10% admin. fee

Mechanical Permits	Per Table 103.4.2 (A)
Mobile Home Installation	\$ 415.00
Mobile Vendor Permit	\$ 208.00
Modular Office Installation	\$ 519.00
Permit for Pre move Inspection/Building Relocation	\$ 115.00/hr.
Plumbing Permits	Per Table 103.4.2 (A)
Re-roofs Commercial/Industrial	Per Table 1-A
Public Works Final Engineering Inspection	
SFR (Single Family Residence)	\$113.00
Multi Family/Commercial	\$450.00

Right-of-Way Disturbance Permits	
Application/Extension Fee (Does not apply to fences)	\$ 35.00
Driveway - Residential	\$ 346.00
Driveway - Non-residential	\$ 463.00
Fence(s)	\$ 0.00
Sidewalks	\$ 56.00 plus \$16.00 per 100 lf
Above and Underground fixtures (first 10 fixtures)	\$ 156.00 ea
Above and Underground facilities (11 th and more fixtures)	\$ 78.00 ea
Working within Right-of-Way	\$ 156.00
Traffic Alteration	\$ 213.00
Sidewalk Use Permit	\$ 0.00
Signs	
Base Application/Permit fee	
Master Sign Site plan review	\$ 132.00
Additional review fees for Master Sign amendments	\$ 66.00
Portable signs	\$ 0.00
Temporary and Special Use	\$ 0.00
Freestanding/pole mounted	\$ 86.00
Wall signs	\$ 53.00
Base fees for signs are applicable only to valuations under \$1,000.00, additional fees from Table 1-A will be added for valuations in excess of \$1,000.00.	
Special Flood Hazard Area Development Permit	
Without a structure	\$ 57.00
With a structure	\$ 228.00
Swimming Pools	\$ 104.00 or based on Table 1-A, whichever is greater.
Temporary Security Dwelling (during construction only)	\$ 36.00 per month

FRANCHISE APPLICATIONS	
Utility & Telecommunication Franchise Application and Review Fee	\$ 5,000.00
Cable Franchise Application and Review Fee	\$ 20,000.00

PETITIONS	
Annexation Petition	\$ 3,150.00
Street Right-of-Way Vacation	\$ 500.00

REVIEW	
Administrative Design Review If consultant design review is required by the city or requested by the applicant, consultant fees will be charged as listed instead of the administrative design review fee listed below.	
Minor Exterior Remodel (Project does not increase building height or footprint or require SEPA)	\$ 150.00

Major Exterior Remodel (Project increases building height or footprint or requires SEPA)	\$ 150.00
New Construction (Plus \$0.05 per square foot of gross floor area up to \$500.00 total)	\$ 150.00
<input type="checkbox"/> Environmental Review	

(Environmental consultant fees not waived)	\$ 4,382.00
<input type="checkbox"/> Amendment to DNS or MDNS	\$ 3,366.00
<input type="checkbox"/> Environmental Impact Statement (EIS) ¹	Cost of Consultant +110.00 per hr. staff time
Addendum to Environmental Impact Statement (EIS) ¹ <i>¹A deposit will be required for estimated cost at time of application.</i>	Cost of Consultant + 10% admin. fee

<input type="checkbox"/> PUBLIC WORKS CONSTRUCTION	
Sanitary Sewer Improvements	
<input type="checkbox"/> Plan Review	\$ 610.00+ \$ 1.13 per lf
<input type="checkbox"/> Inspection	\$ 408.00+ \$ 5.74 per lf
Storm Drainage Improvements	
<input type="checkbox"/> Plan Review	\$ 610.00+ \$ 1.13 per lf
<input type="checkbox"/> Inspection	\$ 408.00+ \$ 5.74 per lf
Street Improvements	
<input type="checkbox"/> Plan Review	\$ 610.00+ \$ 1.13 per lf
<input type="checkbox"/> Inspection	\$ 408.00 + \$ 5.74 per lf
Water System Improvements	
<input type="checkbox"/> Plan Review	\$ 610.00+ \$ 1.13 per lf
<input type="checkbox"/> Inspection	\$ 408.00 + \$ 5.74 per lf
Outside Consultant Plan Review and Inspection	Actual costs plus 10% admin. fee

OTHER INSPECTIONS AND FEES:

Additional plan review required by changes, additions or revisions to plans	\$ 118.00per hour (minimum 1 hour)
1. Administrative Fee	\$ 118.00per hour (minimum ½ hour)
2. Administrative Fee for Impact Fee Deferrals	\$ 50.00
3. Fee for posting “Stop Work Order”/“Unlawful to Occupy Notice”/“Notice of Violation”/“Violation of Notice”	\$ 50.00
4. Inspections for which no fee is specifically indicated	\$ 118.00per hour (minimum 1 hour)
5. Inspections outside of normal business hours	\$ 118.00 per hour (minimum 1 hour)
6. Investigative fees/ work commencing prior to permit issuance	\$ Dbl. fee is equal to permit and plan review fee Table 1-A and Table 103.4.2(A)
7. Re-inspection penalty fees \$150 first offense, \$300 second offense, \$450 third offense +	\$ \$150.00, \$300.00, \$450.00 per hour (minimum 1 hour)
9. Structural consultant review fees not waived	

TABLE 1-A BUILDING FEE TABLE

Building fees are calculated per the Building Valuation Data Table. Staff shall apply changes to the Building Valuation Data Table as published.

Basic Plan

\$\$264.00

This fee is for plan review only after original plan review and is applied to each individual plan submittal. This does not include plumbing or mechanical fees. Permit fees will be calculated and applied to each basic plan per this table.

TOTAL VALUATION	FEE
\$1.00 TO \$500.00	\$ 26.00
\$501.00 TO \$2,000.00	\$26.00 FOR THE FIRST \$500.00 PLUS \$3.00 FOR EACH ADDITIONAL \$100.00, OR FRACTION THEREOF, TO AND INCLUDING \$2,000.00
\$2,001.00 TO \$25,000.00	\$73.00 FOR THE FIRST \$2,000.00 PLUS \$14.00 FOR EACH ADDITIONAL \$1,000.00, OR FRACTION THEREOF, TO AND INCLUDING \$25,000.00
\$25,001 TO \$50,000.00	\$415.00 FOR THE FIRST \$25,000.00 PLUS \$10.00 FOR EACH ADDITIONAL \$1,000.00, OR FRACTION THEREOF, TO AND INCLUDING \$50,000.00
\$50,001 TO \$100,000.00	\$675.00 FOR THE FIRST \$50,000.00 PLUS \$7.00 FOR EACH ADDITIONAL \$1,000.00, OR FRACTION THEREOF, TO AND INCLUDING \$100,000.00
\$100,001.00 TO \$500,000.00	\$1038.00 THE FIRST \$100,000.00 PLUS \$6.00 FOR EACH ADDITIONAL \$1,000.00, OR FRACTION THEREOF, TO AND INCLUDING \$500,000.00
\$500,001.00 TO \$1,000,000.00	\$3426.00 FOR THE FIRST \$500,000.00 PLUS \$5.00 FOR EACH ADDITIONAL \$1,000.00, OR FRACTION THEREOF, TO AND INCLUDING \$1,000,000.00
\$1,000,001.00 AND UP	\$5917.00 FOR THE FIRST \$1,000,000.00 PLUS \$4.00 FOR EACH ADDITIONAL \$1,000.00, OR FRACTION THEREOF

SCHEDULE B
PLUMBING AND MECHANICAL FEES (PER UNIT) TABLE 103.4.2 (A)

Commercial Plumbing and Mechanical Permit fees are valuation-based, using the current International Code Council (ICC) Valuation Data Table unless otherwise noted. Fees listed are in addition to plan review and per-fixture fees. Commercial plumbing and mechanical permits will be assessed a plan review fee of 65% for plumbing and 25% for mechanical at the time of permit issuance. All permits are subject to a 5% technology fee.

Plumbing	
Additional Plan Review Fees	\$52.00
Backflow Assembly	\$11.00
Base Plumbing Fee	\$32.00
Bath/Shower Combo	\$11.00
Bathtub or soaking tub	\$11.00
Building Main Waste	\$32.00
Clothes Washer	\$11.00
Dishwasher/residential/commercial	\$11.00/\$21.00/
Drinking Fountain	\$11.00
Floor Drains	\$11.00
Floor sink	\$11.00
Grease Interceptor <1000 gal.	\$26.00
Grease Interceptor 1000 gal. or greater	\$104.00
Hose Bibb	\$11.00
Icemaker/Refrigerator	\$11.00
Kitchen Sink & Disposal	\$11.00
Laundry Tray	\$11.00
Lavatory	\$11.00
Med Gas Piping <5 inlets/ outlets	\$63.00
Med Gas Piping >5 inlets/ outlets	\$6.00
Other / Misc.	
Pretreatment Interceptor	\$78.00
Public Works Insp. Fee for backflow	\$78.00
Reinspection Fee (all)	\$52.00
Roof Drains	\$11.00
Side Sewer inspection/ install	\$78.00
Sewer repair	\$26.00
Shower (only)	\$11.00
Sink (bar, service, etc.)	\$11.00
Supplemental Permit Fee (amend existing permit)	\$11.00
Tankless Water Heater	\$11.00
Toilets	\$11.00
Urinal	\$11.00
Water Heater	\$11.00
Water installation and/or repair (includes fire supply lines)	\$26.00

Mechanical	
Additional Plan Review fees	\$52.00
Air Cond. Unit <100Btu/h	\$42.00
Air Cond. Unit >100Btu/h	\$52.00
Air Cond. Unit >500Btu/h	\$54.00
Air Handling Units	\$16.00
Base Mechanical Fee	\$32.00
Boiler <100Btu/h >3hp	\$26.00
Boiler >1 million Btu/h<50hp	\$73.00
Boiler >1.5 million Btu/h<50hp	\$104.00
Boiler >100Btu/h 3-15hp	\$42.00
Boiler >500Btu/h 15-30hp	\$54.00
Comm. Hoods-Type 1	\$52.00
Comm. Hoods-Type 11	\$26.00
Dryer Ducting	\$11.00
Ductwork (drawings req.)	\$21.00
Evaporative Coolers	\$16.00
Exhaust/Ventilation Fans	\$16.00
Fireplace/Insert/Stove	\$21.00
Forced Air Heat <100 Btu/h	\$26.00
Forced Air Heat >100 Btu/h	\$42.00
Gas Clothes Dryer	\$16.00
Gas Fired AC <100 Btu/h	\$26.00
Gas Fired AC >100 Btu/h	\$42.00
Gas Fired AC>500 Btu/h	\$54.00
Gas Piping <5 units	\$11.00
Gas Piping >5 units (per unit)	\$3.00
Heat Exchangers	\$16.00
Heat Pump-Condensing Unit	\$21.00
Hot Water Heat Coils	\$16.00
Other / Misc.	
Pkg. Units<100btu/>100btu	\$52.00 / \$83.00
Range/Cook top-Gas Fired	\$16.00
Refrigeration Unit <100Btu/h	\$26.00
Refrigeration Unit >100Btu/h	\$42.00
Refrigeration. Unit >500Btu/h	\$54.00
Reinspection fee (all)	\$52.00
Residential Range Hood	\$11.00
Supplemental Permit Fee (amend existing permit)	\$11.00
Unit Heaters <100 Btu/h	\$26.00
Unit Heaters >100 Btu/h	\$42.00
VAV Boxes	\$11.00
Wall Heaters – Gas Fired	\$26.00
Water Heater-Gas Fired	\$16.00

SCHEDULE C
REGULATORY LICENSES AND PERMITS

Adult Arcade Device License	
Original	\$150.00
Renewal	\$150.00
Adult Entertainment	
Original Business License	\$250.00
Original Manager License	\$250.00
Original Performers License	\$100.00
Renewal Fees - Business License	\$150.00
Renewal Fees - Manager License	\$150.00
Renewal Fees - Performers License	\$75.00
Renewal Fees - Process Fee ²	\$200.00
² Change in owner, operator, manager or agent	
Bicycle Registration Fee	\$ 0.00
Business License	
Initial New Annual Business License	\$50.00
Annual Renewals	\$50.00
Certification of Registration for Dangerous Dog	\$150.00/yr
Kennel License Fee	\$150.00/yr
Concealed Pistol License (CPL)	
Original	\$48.00
Renewal	\$32.00
Late Renewal	\$42.00
Replacement Lost or Damaged (RCW 9.41.070)	\$10.00
CPL Lamination	\$3.75
Firearms Dealers License	
Pistols	\$125.00
Firearms other than pistols	\$125.00
Ammunition	\$125.00
(Combination of any of the above at time of application)	\$125.00
Live Music or Dancing	\$0.00
Overweight Parking Permit	\$20.00/yr
Overtime Parking Permit	\$7.00/wk
Parades, Demonstrations, Exhibitions	\$0.00
Sponsors of special events may be required to pay for the direct cost of city services.	
Block Party Cleanup Deposit (Refundable)	\$200.00
Parking Lots/Application Fee	\$100.00
Parking Lots (Capacity)	
001 -050 Vehicles	\$100.00
051-100 Vehicles	\$150.00
101-250 Vehicles	\$200.00
251 -500 Vehicles	\$300.00
501-and More Vehicles	\$500.00
Pawnbroker and Second Hand Dealer License Fee	\$50.00/yr

Sign Confiscation in Public Right-of-Way	
First sign	\$20.00
Thereafter	\$40.00/ea
Sign Confiscation on Private Property	
Non-maintenance/unsafe conditions	\$50.00
Solicitors, Peddlers, and Transient Merchants	
	\$15.00
Taxi Cab Licenses	
Business license Fee	\$50.00
Application Fee (Applicable to license fee if approved)	\$15.00
License for Taxi Cabs	\$50.00/yr
Second and More Cabs	\$10.00/yr
Taxi Cab Stand	
	\$30.00/yr
Taxi Cab Drivers	
Application Fee (includes Fingerprint Fee)	\$20.00
Taxi Cab Drivers - Renewal Fee	\$5.00/yr

SCHEDULE D
PENALTIES, FINES, LATE CHARGES & INTEREST RATES

Cat/Dog Impound Fees	
First Impoundment	\$100.00
Second Impoundment (within 12-month period)	\$150.00
Third/Successive Impoundment within 12 months	\$200.00
Owner Surrender	\$235.00
Myownly Shelter Fees	
Dog	\$80.00/day
Cat	\$40.00/day
Dog running at large without owner present	\$205.00
Animal left unattended in vehicle when weather conditions not suitable	\$257.00
Fail to remove animal feces	\$205.00
Animal disturbing the peace (noise)	\$205.00
Second violation (within 12-month period)	\$255.00
Animal scattering garbage	\$50.00
False Alarms (during any six-month period)	
First Response	\$0.00
Second Response	\$50.00
Third Response	\$75.00
Fourth Response	\$100.00
Fifth Response	\$150.00
Sixth Response	\$200.00
Seventh & Subsequent Responses	\$250.00
Impound Motorized Foot Scooter	\$50.00
Failure to appear, respond or pay Notice of Infraction	\$52.00
Penalty on Any NSF Check	\$30.00
Delinquent Account Penalty	10 percent, minimum \$5.00
Lien filing/or removal for unpaid utility bills (<i>Current recording fees at Snohomish County</i>)	
Special Meter Reading	\$30.00
Interest Rate	12 percent

SCHEDULE E
MUNICIPAL COURT FEES

Municipal Court Parking Violations	
Parking Violations (except handicap and overweight vehicles)	\$50.00
Handicap Parking Violations	\$250.00
Overweight Vehicle Parking Violations	\$200.00
Parking violations paid within 7 days	Reduced by 50 percent
Municipal Court Administrative Dismissal Fee	
Operating a Motor Vehicle with No Insurance	\$25.00
Municipal Court certified copy- first page	\$5.00
Municipal Court certified copy- each additional page	\$1.00
Municipal Court warrant fee	\$50.00
Municipal Court time payment fee	\$10.00
Municipal Court appeal preparation fee	\$40.00

SCHEDULE F
UTILITY RATES

All payments on a combined utility billing shall be applied first to fees or penalties, second to storm drainage, third to sewer, and fourth to water.

Water		
Monthly Water Charges per meter for up to 400 cubic feet	In City	Out of City
3/4"x 5/8" Metered Services	\$32.09	\$48.14
1" Metered Services	\$42.62	\$63.94
1.5 "Metered Services	\$49.02	\$73.52
2" Metered Services	\$59.80	\$89.70
3" Metered Services	\$72.62	\$108.91
4" Metered Services	\$85.08	\$127.63
6" Metered Services	\$351.43	\$527.15
8" Metered Services	\$457.97	\$686.96
Over 400 cubic feet	\$9.14/100 cubic feet	\$13.71/100 cubic feet
Water Stand-by Charge for Fire Protection	In City	Out of City
3/4" Services	\$2.91	\$4.41
1" Services	\$3.86	\$5.82
1.5 " Services	\$4.48	\$6.74
2" Services	\$5.46	\$8.20
3" Services	\$6.62	\$9.92
4" Services	\$7.76	\$11.66
6" Services	\$32.09	\$48.14
8" Services	\$41.82	\$62.74
Hydrant Usage		
First 400 cubic feet		\$32.09
Each additional 100 cubic feet		\$9.14
3/4" meter deposit		\$400.00
3" meter deposit		\$2500.00
Meter rental		\$55.00/week
Sanitary Sewer		
Monthly Sanitary Sewer Charges	In City	Out of City
Single Residential	\$95.65	\$143.48
Multiple Residential	\$66.96/unit	\$100.44/unit
Nonresidential for up to 500 cubic feet	\$95.65	\$143.48
Nonresidential usage over 500 cubic feet	\$8.24/100 cubic feet	\$12.35/100 cubic feet
Note: Mixed Nonresidential/Residential customers are billed at Nonresidential rates.		
Stormwater		
Monthly Stormwater Charge per Equivalent Residential Unit		\$24.13

Low income senior citizen discount (application form required-restrictions apply)
Forty percent (40%) off the applicable Water, Sewer, and Stormwater monthly fees.

CHARGES FOR SERVICES

City Installed Service and Meter				
Meter Size	Inside City Limits		Outside City Limits ¹	
	Short Side	Long Side ²	Short Side	Long Side ²
3/4" x 5/8"	\$5,592	\$8,250	\$5,684	\$8,345
1"	\$5,858	\$8,515	\$5,950	\$8,607
1-1/2"	\$8,062	\$10,862	\$8,154	\$10,954
2"	\$8,838	\$11,638	\$8,930	\$11,730
Larger than 2"	Materials and Labor plus 15 percent overhead		Materials, Labor, and County Fees plus 15 percent overhead	
¹ Fee assessed by Snohomish County for all services installed outside city limits. ² A Long Side Service fee will be charged if pavement cutting or boring is required for installation.				
Developer Installed Service City Installed Meter				
Meter Size				
3/4"	\$442.88			
1"	\$551.57			
1-1/2"	\$1,552.00			
2"	\$1,756.00			
Larger than 2"	Materials and Labor plus 15 percent overhead			
Cross Connection Site Survey	\$192.00			
Cross Connection Inspection-BAT	\$110.00			
Recovery Contract Processing	\$50.00			
Water Meter Accuracy Test	\$150.00			
Sewer connection charges				
Side sewer Installation Fee	Materials and Labor plus 15 percent overhead			
Side sewer Inspection Fee	\$113.00			
Re-inspection fee	\$113.00			
Water samples	\$30.00			
Stormwater connection charges				
Engineering Lot Inspection – New Single Family Residence (SFR)	\$150.00			
Re-inspection fee	\$113.00			
Water and Sanitary Sewer and Storm Sewer Fees in Lieu of Assessment for Front Footage Charges	Calculated upon individual application			
Utility Shut-off and Turn-on Charges*				
Shut-off Processing Fee	\$75.00			
Turn-on After Work Hours	\$100.00			
Turn-on-Return Trip	\$25.00			

*Shut off and Turn-on Charges which are related to a National Weather Service heat-related alert will be subject to the terms of Resolution No. 2023-010.

SCHEDULE G
MISCELLANEOUS CHARGES

Copies*	
Copies - customized service charge**	actual costs
Copies - digital storage media/device (e.g. cd/dvd/flash drive)	actual costs
Copies - electronic (files/attachments)	\$0.05/four files
Copies - electronic (gigabyte)	\$0.10/gigabyte
Copies - mailing container/envelope	actual costs
Copies - outside vendor fees***	vendor fees
Copies - paper (black and white)	\$0.15/page
Copies - postage/delivery charges	actual costs
Copies - scanning	\$0.10/page
Credit Card Telephone Payment	\$0.00
Escrow Fees	\$30.00
Extraordinary Bills	\$20.00
Fingerprinting (fee covers first 2 cards)	
Criminal Justice Agency	\$0.00
City of Monroe Residents	\$10.00
City Hall/Fire Dept Employment	\$0.00
Military Personnel (currently enlisted)	\$0.00
LID Account Segregation	\$250.00
Segregation Per Parcel	\$100.00
Accounts Receivable administrative billing charges (not applicable to permits, public records requests, fines, and penalty billing)	2.5% of each billing capped at \$50.00
Police Related Services****	
Criminal History Clearance Letter	\$25.00
Copy of Collision Report (min/first 5 pages)	\$1.50
Copy of Collision Report - Additional pages	\$0.15/page
Staff redaction time for body-worn camera footage*****	\$0.79/minute

Fee Schedule Notes:

**The fees for copying may be combined to the extent more than one applies to a particular request. The City may enter into alternative fee agreements with requestors as provided in RCW 42.56.120(4). Fees for copies will be as provided above if the total amount due (inclusive of multiple installments) is more than \$1.50; any charges where the total amount due is under \$1.50 will be waived. The City will also waive any fees for copies of case reports when the requestor is the victim of a crime documented in the requested report.*

***The City may charge actual costs of obtaining specialized information technology expertise should a request require the use of these services to prepare data compilations or provide customized electronic access services (when not used for other City purposes) pursuant to RCW 42.56.120(3).*

****The City will provide copies of paper records up to 11" X 17" at the fees listed above; for any copies of paper records requested at a size larger than 11" X 17", copies of records in a format that the City is not able to produce in-house, or copies that can be made more efficiently and/or less expensively at an outside vendor, records may be sent to a secure outside vendor for scanning/copying/reproducing through arrangement with the City, and the requestor shall arrange payment directly with the vendor for these services.*

SCHEDULE G
MISCELLANEOUS CHARGES

****The City will assess fees for copies of police records in accordance with the general fee schedule for copies except as noted above.

****The City will charge all requestors requesting body-worn camera footage except those listed in RCW 42.56.240(e)(i) for the time it takes the City to redact the footage, See RCW 42.56.240(14)(f)(1). These charges are based on the average per-minute salaries of the City employees responsible for video redaction. For the purposes of providing requestors estimated costs of a request under RCW 42.56.120(2)(f), the City estimates that redaction takes ten minutes of staff time per minute of raw footage for targeted video redaction (with or without audio redaction); five minutes of staff time per minute of raw footage for targeted audio redaction alone; and one minute total per video for complete screen blur and audio removal.

**SCHEDULE H
PARK RELATED SERVICES**

	Residents	
	In City	Out
League Policy Administrative Fees		
All groups scheduling under 75 games/practices	\$75.75	\$90.00
All groups scheduling 76-200 games/practices	\$150.50	\$170.00
All groups scheduling over 201 games/practices	\$220.00	\$240.00
Grass Field Use Fees		
Softball/Baseball		
Adult League Play - per game	\$35.25	\$45.00
Youth League Play - per game	\$19.50	\$35.00
Adult Practice - per hour	\$13.75	\$40.00
Youth Practice - per hour	\$9.25	\$30.00
Soccer		
Adult League Play - per game	\$35.25	\$45.00
Youth League Play - per game	\$19.50	\$35.00
Adult Practice - per hour	\$13.75	\$40.00
Youth Practice - per hour	\$9.25	\$30.00
Artificial Turf Field Fees		
League/Tournament/Baseball/Soccer		
Adult League Play - per game	\$44.50	\$60.00
Youth League Play - per game	\$27.50	\$40.00
Adult Practice - per hour	\$22.75	\$45.00
Youth Practice - per hour	\$17.25	\$35.00
Miscellaneous Field/Court Use		
Adult Practice - per hour	\$13.75	\$25.00
Youth Practice - per hour	\$9.25	\$20.00
Tournament Policy Fees		
Reservation Fee	\$150.50	\$175.00
Lighting Fees		
Youth/Adult Lighting Fees - per hour per each field	\$20.00	\$20.00
Picnic Shelter		
Weekdays - per four hours	\$54.00	\$80.00
Weekends - per four hours	\$66.50	\$100.00
Lake Tye Beach/Lake Reservation Fee⁶		
Weekdays	\$49.75	\$100.00
Weekends - per four hours	\$62.25	\$150.00
Special Event Permit		
Administrative Fee	\$62.25	\$140.00
Mobile Stage Rental Fees		
Reservation Fee	\$110.00	\$110.00
Stage Rental Fee (non-commercial)	\$605.50/day	\$605.50/day
Stage Rental Fee (commercial)	\$1045.00/day	\$1045.00/day
Clean-up & Damage Deposit	\$550.50	\$550.50
Mileage Fee	\$3.30/mile	\$3.30/mile
Call Back Fee (deducted from deposit)	\$55.00/visit	\$55.00/visit
6,500 Watt Generator	\$110.00/day	\$110.00/day
Show Lights	\$88.00/day	\$88.00/day
Portable 4' x 8' Stage Sections	\$83.00/day	\$83.00/day
⁵ Per conditions of MMC 9.28.140		
⁶ In conjunction with a Special Event Permit		

Cancellations must be made at least 30 days prior to event. The cost will be refunded minus a \$20.00 administration cost. No refund will be given if cancellation is less than 30 days. A \$30.00 fee is charged for all returned checks. In accordance with State law, applicable sales tax shall be charged.

SCHEDULE I
FIRE DISTRICT RELATED SERVICE

 **FIRE DISTRICT FEES**

Fire District Related Services Fees are set by Snohomish Regional Fire and Rescue. A comprehensive list of SRFR fees may be found on their website at www.sfrf.org.

A direct link to the SRFR fee schedule as of the effective date of 01/01/2025 is available here:

[https://www.sfrf.org/public-information/annual-reports-documents/documents/2025 fire marshal services fee schedule \(city of monroe\) mid15568.pdf](https://www.sfrf.org/public-information/annual-reports-documents/documents/2025%20fire%20marshal%20services%20fee%20schedule%20(city%20of%20monroe)%20mid15568.pdf)

Monroe Master Fee Schedule

Final Audit Report

2025-11-24

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